

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

For: County Offices

Individual Development Plans

Approved by: State Executive Director

**1 Overview****A****Background**

Individual Development Plans are required for all permanent full-time GS employees. For new permanent full-time employees, an IDP is required within 90 calendar days after the employee reports for duty. IDPs are also required for COTs but are optional for county office non-federal employees (CO). (See 6-PM, (Rev. 6), Part 7.)

B**Purpose**

This Notice reminds employees of the requirement for Individual Development Plans and provides examples.

Disposal

October 1, 2003

Distribution

County Offices

1 Overview, Continued

C

**Supervisors
Responsibility**

Supervisors shall:

- Be responsible for the development of their employees to achieve the knowledge, skills and ability required of their positions.
 - Ensure that employees do not fail major assignments because of a knowledge or skill deficiency that could have been achieved through training.
 - Along with employees, prepare FSA-600 annually at performance appraisal time for those individuals requiring IDPs.
-

D

**Reviewing or
Revising IDPs**

IDPs should be reviewed, revised, or both as follows:

- At Progress review of the performance plans
 - Upon completion of training
 - Altered as performance plans and job assignments change
-

E

Completing IDPs

Complete Individual Development Plan, FSA-600, according to 6-PM (Rev.6), Par. 101. See examples of completed FSA-600 in Exhibit 1 and Exhibit 2.

A copy of the IDPs for FY 2003 shall be sent to the State Office, Attn: Penney Park by January 31, 2003. The STO is to receive the "Training Office Copy".

INDIVIDUAL DEVELOPMENT PLAN

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

1. NAME (Last, First, Middle Initial) Employee, Jane		2. UNIT - LOCATION Farm Service Agency-Apple County		3. PAGE 1 OF 1					
4. PAY PLAN/SERIES/GRADE GS-1165-12		5. CURRENT POSITION Farm Loan Manager		6. FISCAL YEAR 2003					
7. No further development is desired or required at this time. Check Box here → <input type="checkbox"/>									
8. DEVELOPMENT OBJECTIVES: KNOWLEDGE, SKILLS, ABILITIES Improve skill in supervision						9. DEVELOPMENT ASSIGNMENTS Seminar / Workshop		10. TRAINING: COURSES, SEMINARS, ROTATIONAL ASSIGNMENTS, ETC. Intro to Supervision, OPM	
11. ESTIMATED COSTS \$295						12. DATES (Month/Year) 6/11-13		13. ACCOMP.	
Increase knowledge of management principles						Self development activity		Read: <u>The Seven Habits of Highly Effective People</u> (Stephen Carey)	
Improve skill in computer applications						On the job training		Scheduled work sessions with computer assistants	
14. EMPLOYEE SIGNATURE		15. A. SUPERVISOR'S SIGNATURE		15. B. SUPERVISOR'S SIGNATURE					
DATE 11-20-02		DATE 11-20-02		DATE					
16. UPDATED (Date & Initials)		17. UPDATED (Date & Initials)		18. UPDATED (Date & Initials)					

REPRODUCE LOCALLY. Include form number and date on reproductions.

FSA-6000 U.S. DEPARTMENT OF AGRICULTURE
(08-13-93) Farm Service Agency

INDIVIDUAL DEVELOPMENT PLAN

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.

1. NAME (Last, First, Middle Initial) Employee, Mark		2. UNIT - LOCATION Farm Service Agency-Apple County		3. PAGE 1 0 1	
4. PAY PLAN/SERIES/GRADE GS-1165-7		5. CURRENT POSITION Loan Asst (Agtl)		6. FISCAL YEAR 2003	
7. No further development is desired or required at this time. Check Box here → <input type="checkbox"/>					
8. DEVELOPMENT OBJECTIVES: KNOWLEDGE, SKILLS, ABILITIES		9. DEVELOPMENT ASSIGNMENTS		10. TRAINING: COURSES, SEMINARS, ROTATIONAL ASSIGNMENTS, ETC.	
Develop knowledge of direct loan making instructions to have the ability to make loan decisions.		Process at least 5 loan applications for review		Work through modules 3,5,8,10,11,13,17,27 and 34	
Develop knowledge of direct loan servicing to have the ability to adequately service loans		Work at least 5 1951-S Cases for supervisor's review		Work through modules 6, 15, 16, 19, 21, and 23.	
Improve skill in computer applications		On the job training		Scheduled work sessions with computer assistants	
Develop knowledge of Farm Loan Program Training Program		Attend Orientation		FLP Orientation Course in Kansas City	
14. EMPLOYEE SIGNATURE	DATE 11-20-02	15. A. SUPERVISOR'S SIGNATURE	DATE 11-20-02	15. B. SUPERVISOR'S SIGNATURE	DATE
16. UPDATED (Date & Initials)		17. UPDATED (Date & Initials)		18. UPDATED (Date & Initials)	

Check applicable copy designation as shown: ☐ Supervisor's Copy ☐ Employee's Copy ☐ Training Office Copy